



**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
**Meeting Minutes**  
**238 Olds Station Rd, Suite A, Wenatchee, WA 98801**  
**June 24<sup>th</sup>, 2009**  
**8:30 am**

**Present:** Michael H. Mackey, President  
 Craig N. Larsen, Vice President  
 JC Baldwin, Secretary  
 Mark Urdahl, Port of Chelan Co/Executive Director  
 Pete Fraley, Port of Chelan Co/Legal Counsel  
 Monica Lough, Port of Chelan Co/Internal Auditor  
 Ron Johnston-Rodriguez/Dir Economic Development  
 Dayle Rushing, Port of Chelan Co Property/ Facilities  
 Laura Jaecks, CTC Manager  
 Judy Bradford, Recording Secretary  
 Jon Eberle, Real Estate Consultant  
 Karen Kornher, Engineering Consultant

**Others:**

Commission President Mike Mackey called the Port of chelan county Meeting to order at 8:30 am.

**Consent Agenda**

The consent agenda was presented for consideration:

<b>Motion No.</b>	<b>06-11-09</b>
<b>Moved By:</b>	Craig N. Larsen
<b>Seconded By:</b>	JC Baldwin
	To approve the consent agenda consisting of Resolution No. 2009-08 establishing the Executive Director's delegation of authority. <span style="float: right;">Motion Carried.</span>

The regular commission meeting was recessed to a Pangborn Governing Board meeting at 8:31 am.

**Items from Commissioners**  
**Report on AAAE Conference**

Commissioner Larsen and Mark Urdahl briefly reported on the recently attended AAAE conference during the Pangborn Governing Board meeting as follows:

*"Commissioner Larsen and Mark Urdahl provided board members a brief report on the AAAE conference in Philadelphia, Reported this was a very good conference providing access to information difficult to gain access to as well as networking and information on resources for airports. The bill to allow PFC to go to a maximum of \$7.00 is working its way through Congress.*

*The proposed requirement of increased staffing for ARF was discussed at the conference. What the airport manager has been making the GB aware of was resonating throughout the conference. Increased appreciation of what is required of the airport manager and the broad skill set necessary for an airport manager. Looking forward to replacing the current manager, it was good information to have. Urdahl has enlisted the advice of Port of Pasco Jim Morasch for some assistance with the search and hiring process.*

*There is a northwest chapter of AAAE meeting in Coeur d'Alene in the near future.*

*General discussion ensued. No action taken."*

**Directors' Reports**  
**Cashmere Airport**

Mike Armstrong briefly reviewed the request by the Cashmere airport for funding from the Port.

MHM/ / JCB

The commissioner agreed last year to match funding for a Cashmere airport grant in the amount of \$5,000. Armstrong noted the request for the funding needs to come from the County Commission per the interlocal agreement the Port has with Chelan County.

Mike Armstrong introduced Jon Skoglun the new airport manager at Cashmere. Skoglun is also a former City of Cashmere city council member and a past candidate for Chelan County commission.

Skoglun explained the construction project was handled through the consulting group out of Seattle. The project was a complete rebuild of the taxiway and a fog seal of the runway. The contractors ended up having to excavate and rebuild the taxiway. The airport's reserve funds were spent on a new pilot's lounge to ADA standards with the work done by the NW Skill Center. On the airport there is one aviation related business that employs 1-2 people.

An advisory board of directors appointed by the County Commissioners is the decision-making body and has the responsibility for accounting management. The board meets every two months. The Cashmere airport is funded by user fees. The Advisory Board of Directors and the County Commissioners approve the fee rates.

Commissioner Baldwin reported on her conversations with Commissioner Goehner who did not appear to be aware of the shortfall of funding for the taxiway rebuild and seal.

The Port of Chelan County is committed to the \$5000 match as approved and budgeted in the Port's 2009 budget. Any additional request for funding would need to come from the County Commissioners.

The Port will pay upon receipt of an invoice from Chelan County.

#### **AgroFresh Lease for IB#9**

Mark Urdahl reported on the status of the proposed lease. AgroFresh has been acquired by Dow Chemical. The skill center prefers AgroFresh not be in vacant space in IB#1. AgroFresh has agreed to space in IB#9. They will pay 50 cents per square foot, and the only tenant improvements will be steps and a door way which are not significant tenant improvements. This is an agricultural related business. It serves the local fruit growing community; and its tenancy will produce a steady income for the Port. Welcome Sauer is a principle in this company. Plus, the company already utilizes CTC meeting space.

Sinclair does not need the empty space in IB#9; and appreciated the Port checking with them before leasing out the additional space in the building.

AgroFresh has the right to sub-lease; and plans to occupy the space by July 15<sup>th</sup>.

Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>06-12-09</b>
Moved By:	Craig N. Larsen
Seconded By:	JC Baldwin
	<i>To authorize the Executive Director or Property Director to sign a lease agreement with AgroFresh for space in IB#9 as presented, subject to final review and approval by legal counsel and one Commissioner</i>
	<i>Motion Carried.</i>

#### **IB#13 (former Port office) Drainage Improvement Bids**

Laura Jaecks explained this is an informational discussion item only. The bid award is within the executive director's delegated authority. The project bids came in below engineer's estimate and the funds are available within the 2009 capital budget.

MHM  CNL CWC B

June 24<sup>th</sup>, 2009

Page 2 of 3

Dayle Rushing briefly explained the Scope of Work on the old port office basement. Every time it rains or heavy snow melts, the water leaks into the basement. It has been costly for the Port to remediate flooding issues.

RH2 Engineers recommended redirecting the stormwater flow. The engineer's estimate was \$10,336 including a \$870 contingency and WSST. Eight contractors picked up packages and five submitted bids. The low bid which staff recommends accepting is \$4680 plus WSST by Bremmer Construction. The engineer has reviewed the bid and is comfortable with the bid. The project will begin on July 6<sup>th</sup> with an anticipated completion date of August 6<sup>th</sup>.

It is recommended the Port consider new electrical heater wires for rain gutters which would require moving the receptacles. This can be done with a change order.

**Cashmere Airport** (continued)

Discussion ensued on the Cashmere airport funding request from the Cashmere Dryden Airport. No action taken.

**Report on Bellingham Trip**

Mark Urdahl, Mike Armstrong and Jon Eberle provided a brief report to Commissioners on their recent trip to Bellingham to tour a public market and a hotel facility similar to the one being proposed by the City of Wenatchee for part of the Wenatchee waterfront development project.

Armstrong reported staff is not ready to make a recommendation to the Commission on this project yet. Discussion ensued.

Commission may wish to direct staff to ask the City of Wenatchee to define the scope of the project before the Port formally considers land acquisition. Armstrong stated it is unclear to staff whether this project includes a local food bank.

**Executive Session**

Regular session recessed to executive session at 11:10 am to discuss real estate issues. Regular session was reconvened at 11:45 am.

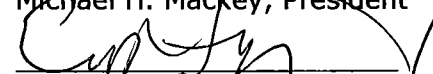
The Commission was advised that closing on the Skills Center transaction was extended from June 30<sup>th</sup> to on or before August 31<sup>st</sup>.

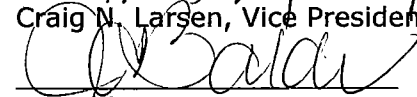
Meeting was adjourned at 11:49 am.



Dated and signed this 16<sup>th</sup> day of July, 2009.

**BOARD OF COMMISSIONERS**

  
Michael H. Mackey, President

  
Craig N. Larsen, Vice President

  
JC Baldwin, Secretary

MHM  CNL  JCB 